



**BELIZE**

**NURSES AND MIDWIVES REGISTRATION ACT  
CHAPTER 321**

**REVISED EDITION 2003**

SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER, 2003

This is a revised edition of the Subsidiary Laws, prepared by the Law Revision Commissioner under the authority of the Law Revision Act, Chapter 3 of the Substantive Laws of Belize, Revised Edition 2000.

**ARRANGEMENT OF SUBSIDIARY LAWS**



**BELIZE**

**NURSES AND MIDWIVES REGISTRATION ACT  
CHAPTER 321**

**REVISED EDITION 2003**

**SHOWING THE SUBSIDIARY LAWS AS AT 31ST OCTOBER, 2003**

This is a revised edition of the Subsidiary Laws, prepared by the Law Revision Commissioner under the authority of the Law Revision Act, Chapter 3 of the Substantive Laws of Belize, Revised Edition 2000.

This edition contains a consolidation of the following laws-

Page

**NURSES AND MIDWIVES RULES**

3 - 45

**CHAPTER 321**

**NURSES AND MIDWIVES RULES**

**ARRANGEMENT OF RULES**

**PART I**  
**GENERAL**

1. Short title.
2. Interpretation.
3. Age.

**PART II**  
**MAINTENANCE AND PUBLICATION OF REGISTER**

4. Contents of Register.
5. Registration fee.
6. Fees for retention on Register.
7. Re-entry fee.
8. Publication in Gazette.

**PART III**  
**ADMISSION TO THE REGISTER**

9. General qualification for admission.
10. United Kingdom qualification.
11. Commonwealth qualification.
12. Local qualification.
13. Applications for admission.
14. Approved institutions.
15. Examinations.
16. Entry qualifications for examinations.
17. Disqualifications for examinations.

THE SUBSIDIARY LAWS OF BELIZE

[ Printed by the Government Printer,  
No. 1 Power Lane,  
Belmopan, by the authority of  
the Government of Belize. ]

REVISED EDITION 2003

18. Certificates and application forms.
19. Entitlement to registration.
20. Practical training.
21. Appointment of examiners.

#### **PART IV**

#### **CERTIFICATE OF ADMISSION TO REGISTER**

22. Certificate of registration.
23. Duplicate certificate.

#### **PART V**

#### **REMOVAL OF NAME OF A NURSE OR MIDWIFE FROM THE REGISTER**

24. Removal from Register

#### **PART VI**

#### **RESTORATION OF NAME OF NURSE OR MIDWIFE TO THE REGISTER**

25. Restoration to Register.

#### **PART VII**

#### **PROCEDURE OF COUNCIL AND COMMITTEE**

26. Appointment of officers.
27. Absence of members.
28. Voting by ballot.
29. Ordinary meetings.
30. Special meetings.
31. Members to record presence.
32. Notice of meeting.
33. Emergency meetings.

34. Quorum.
35. Minutes to be kept.
36. Order of business.
37. Business to be put on agenda.
38. Voting.
39. Notice of motions.
40. Motions to be moved and seconded.
41. Committees of Council.
42. Financial matters.
43. Authority of presiding officer.
44. Inspection of records.

**PART VIII**  
**MISCELLANEOUS**

45. Travelling expenses.
46. Seal.

**PART IX**  
**RULES WITH RESPECT TO THE UNIFORMS AND BADGES**  
**WHICH MAY BE WORN BY REGISTERED NURSES AND**  
**MIDWIVES**

47. Uniforms and badges.

---

**FIRST SCHEDULE**  
**SECOND SCHEDULE**  
**THIRD SCHEDULE**  
**FOURTH SCHEDULE**  
**FIFTH SCHEDULE**

---

**CHAPTER 321**

12 of 1966.  
Ch. 253.

**NURSES AND MIDWIVES RULES**

*[Section 5]*

*[19th March, 1966]*

**PART I****GENERAL**

- Short title. 1. These Rules may be cited as the
- NURSES AND MIDWIVES RULES.**
- Interpretation. 2. In these Rules-
- CAP. 321. “Act” means the Nurses and Midwives Registration Act;
- “Council” means the Nurses and Midwives Council for Belize established under the Act;
- “Register” means the Register of nurses and midwives formed and kept by the Council under section 4 of the Act;
- “Registered Nurse” means a nurse or midwife who for the time being is registered in the part or parts of the Register maintained by the Nurses and Midwives Council;
- “Secretary” means the person for the time being appointed to act as Secretary and Treasurer of the Council under section 6 (1) of the Act and includes any person duly authorised to act and acting on her behalf.
- Age. 3. No person who is under the age of eighteen years shall be registered

THE SUBSIDIARY LAWS OF BELIZE

REVISED EDITION 2003

[ Printed by the Government Printer,  
No. 1 Power Lane,  
Belmopan, by the authority of  
the Government of Belize. ]

in any part of the Register. A certificate or other proof of age shall be submitted.

## **PART II**

### **MAINTENANCE AND PUBLICATION OF REGISTER**

4. The Register shall contain the particulars set out in the First Schedule to these Rules and the Council is hereby required to make the necessary arrangements for supplying the Secretary with such particulars.

Contents of  
Register.  
First Schedule.

5. (1) Each person admitted to the Register shall be assigned a consecutive registration number in the part or parts of the Register in which her name is included.

Registration  
fee.

(2) Every person who makes application to the Secretary for admission to a part of the Register in the manner set out in Part III of these Rules shall, upon payment to the Secretary of the prescribed fee, be admitted to that part of the Register:

Provided that in the case of a person who applies to be admitted to more than one part of the Register or who, at the date on which she applies to be admitted to a part of the Register, is registered in another part of the Register, the registration fee payable in respect of admission to any second, third or subsequent part of the Register shall be two dollars in each case. Nurses qualifying in this country shall not be required to pay a fee for their first registration.

6. (1) A nurse or midwife who desires her name to be retained in the Register for any year subsequent to the first year in which it has been included therein shall on or before the 30th September of the previous year forward to the Secretary a retention fee of \$1.00 and in default of payment of such fee, a late retention fee of \$1.00 shall in addition become payable.

Fees for  
retention on  
Register.

(2) A nurse or midwife whose name is included in the Register shall notify the Secretary of every permanent change of her address and for the

purposes of these Rules, the last address notified shall be deemed to be the registered address of the nurse or midwife.

(3) The Secretary shall send to the registered address of each nurse or midwife whose retention fee and late retention fee have not been received before the 31st October in any year, a notice informing her of the consequence of failure to pay the said fee, and if the nurse or midwife fails to forward to the Secretary the said retention and late retention fee by the end of November of the same year, her name shall be excluded from the Register as from the beginning of the succeeding year unless the Council for any special reason otherwise directs.

Re-entry fee.

7. Where the name of a nurse or midwife has been excluded from the Register under the last preceding rule, she shall be entitled to apply to have her name re-included in the appropriate part or parts of the Register. An application for re-inclusion shall be accompanied by a written explanation of the applicant's failure to apply for retention in the Register and if made at any time within four years from the date of exclusion from the Register, the retention fee of \$1.00 in respect of each year of exclusion and in addition a late retention fee of \$1.00 shall be payable for such re-inclusion; and if made at any time after four years from the date of exclusion from the Register, an inclusive fee of four dollars shall be payable for re-inclusion. If the Council is satisfied with the explanation offered by the applicant it may reinclude her name in the appropriate part of the Register.

Publication in  
*Gazette*.

8. As soon as possible after the 1st January in each subsequent year, the Register containing the names of all persons and particulars in the First Schedule included in the Register shall be printed and published in the *Gazette*.



**PART III****ADMISSION TO THE REGISTER**

9. The Council shall have authority to register persons of good character who by proof of study and training and by examination shall satisfy it that they possess the requisite knowledge and skill and that they are fit and proper persons to act as nurses or midwives. General qualification for admission.
10. Any person who shows to the satisfaction of the Council that she is of good character and is entitled by reason of registration to practise generally as a nurse or midwife in the United Kingdom shall be registered as a nurse or midwife under the Act on the payment of the prescribed fee. United Kingdom qualification.
11. Any person who shows to the satisfaction of the Council that she is of good character and is entitled by reason of registration to practise generally as a nurse or midwife in any part of the Commonwealth not mentioned in the preceding rule or in any foreign country and that she has undergone a sufficient course of study and training similar to that for the time being prescribed by the Council for such nurses and midwives in this country, may be admitted to the Register for such nurses and midwives on payment of the prescribed fee or, at the discretion of the Council, may be required to undergo an examination for the purpose of such registration. Commonwealth qualification.
12. (1) Any person who at the commencement of the Act, shows to the satisfaction of the Council that she is of good character and has been practising as a nurse or midwife in Belize prior to the 1st January 1954, and that she possesses a certificate as a nurse or midwife issued by a body which in the opinion of the Nurses and Midwives Council is an authorised body, either in Belize or in any part of the Commonwealth shall be entitled to be registered under the Act on the payment of a fee of four dollars.. Local qualification.
- (2) There shall be kept as part of the Register a list hereinafter referred to as the "Temporary Register" in which shall be included the names of

all persons who are registered in their country of origin as nurses or midwives who are serving in the employ of the Government of Belize whether by contract or otherwise, in the capacity of nurses or midwives at any hospital or institution approved by the Nurses and Midwives Council but who are not for the time being registered in any other part of the Register. The name of every person so included in the Temporary Register shall be removed from the Register on the termination of such employment.

(3) In the case of a nurse or midwife who was on the 1st January 1954, engaged in practice as a nurse in Belize, the following evidence of knowledge, experience and of fitness shall be required:

- (a) A certificate of good character.
- (b) A certificate signed by the Matron of the Belize City Hospital or two Medical Practitioners, setting out that the applicant has been in regular attendance upon the sick for a period of not less than three years, prior to the 1st January 1954, and is competent to attend upon the sick in the capacity of a nurse or midwife:

Provided always that the Council may require the applicant, as a condition precedent to registration, to present herself for special enquiry before a Committee appointed by the Council for the purpose of satisfying the Council that she is a fit and proper person to be registered under the Act.

Applications  
for admission.

Second  
Schedule.

13. Every person who desires to obtain admission to the Register or any supplementary part of the Register shall make application to the Secretary on the form set out in the Second Schedule and shall furnish evidence to the satisfaction of the Council that she is of good character, that she is not less than eighteen years of age and that she has adequate knowledge and experience in nursing of the sick and in midwifery and any other evidence which the Council may require.

*Examinations*

14. (1) The Council shall prepare and keep a list of institutions from time to time approved by the Council under the following heads: Approved institutions.

Complete Training Schools for Registered Nurses and Midwives;

Affiliated Training Schools for Registered Nurses and Midwives.

- (2) In this rule -

“Affiliated Training School” means an institution which in the opinion of the Council is capable of providing, in affiliation to a complete training school, a part of such training;

“Complete Training School” means an institution which in the opinion of the Council is capable of providing a complete training for persons which will qualify them for admission to the Register.

15. (1) The Council shall hold the following examinations at such times and place and subject to such conditions as the Council may determine, that is to say- Examinations.

- (a) a written examination, hereinafter referred to as the “test examination”, which shall be taken by all candidates except those hereinafter exempted by the provisions of these Rules. The test-examination shall comprise simple questions on General Knowledge, English and Arithmetic;

- (b) preliminary and final examinations in the several subjects mentioned in the syllabuses for examinations contained in Part I of the Third Schedule. Third Schedule.

Third Schedule.

- (c) a Midwifery Examination in the several subjects mentioned in the syllabuses for examinations contained in Part II of the Third Schedule.

(2) The entrance fee for the preliminary examination or the midwifery examination shall be two dollars. The entrance fee for the final examination shall be four dollars.

(3) The fee for re-sitting the preliminary examination or the final examination shall be in the case of each re-sitting half the fee paid for the first or original sitting. The fee shall in each case be paid before the applicant's name is entered for the examination. There shall be no fee for the test-examination.

Entry  
qualifications for  
examinations.

16. (1) No person shall be entitled to enter for the preliminary examinations unless-

- (a) she has passed some other examination to be approved by the Council from time to time; and
- (b) she has deposited with the Secretary a certificate signed by the Matron, Medical Officer or other responsible officer of the institution in which her training or instruction was given and carried out, that she has completed one year of training and that she has attended a course of lectures in the subjects prescribed for the preliminary examination in the syllabus for that examination and has undergone practical instruction in the wards in the subjects therein prescribed for this examination.

(2) No person shall be entitled to enter for the final examination until she has attained the age of twenty-one years and has passed the preliminary examination and has deposited with the Secretary the following certificates signed by the Matron or other person occupying a similar position in the institution

or institutions in which her training or instruction was given and carried out:

- (a) a certificate that she has undergone the training specified as being necessary to qualify her for admission to the part of the Register to which the examination relates;
- (b) a certificate that she has undergone systematic instruction and attended at least the minimum number of lectures in each of the subjects prescribed in the syllabus of subjects for that examination;
- (c) a certificate of good conduct.

17. Should it come to the notice of the Council that a candidate for entrance to any of the Council's examinations has been guilty of conduct which, had she been a registered nurse or midwife, would in the opinion of the Council have rendered her liable to disciplinary action under these Rules and to removal of her name from the Register, the Council may, after giving the candidate the opportunity of stating her case and after making such other reasonable investigations as may be necessary, refuse to admit her to the examination in question.

Disqualifications for examinations.

18. (1) The certificate and the application to sit for the preliminary examination shall be in the Forms 1 and 1A set out in the Fourth Schedule.

Certificates and application forms.

(2) The certificates and the application to sit for the final examination shall be in the Forms 2 and 2A set out in the Fourth Schedule.

Fourth Schedule.

(3) The certificate and application to sit for the midwifery examination shall be in the Form 3 set out in the Fourth Schedule.

Fourth Schedule.  
Fourth Schedule.

19. No nurse or midwife, unless exempted under the Act or these Rules,

Entitlement to registration.

shall be entitled to have her name entered in the Register until she has passed the final examination applicable to the part of the Register to which she seeks admission. The name of every nurse or midwife who has passed the final examination for the general part or any supplementary part of the Register shall be inserted in that part of the Register.

Practical  
Training.

20. In the case of the applicants for admission to the General Trained Nurses Register, except as hereinafter provided, the applicant must furnish a certificate that she has completed a course of not less than three years' training in approved Training Schools for registered nurses.

Appointment  
of examiners.

21. For the purposes of the examinations to be held under the provisions of the Act, the Council shall appoint examiners who shall hold such examinations as the Council may prescribe and shall examine all such persons as may tender themselves for examination under the provisions of the Act and shall report on such examinations to the Council. The Council may from time to time appoint such other persons as it may deem necessary to assist the examiners.

#### **PART IV**

##### **CERTIFICATE OF ADMISSION TO REGISTER**

Certificate of  
registration.

Fifth Schedule.

22. Every nurse or midwife admitted to the Register shall be granted a certificate as laid down in the form set forth in the Fifth Schedule which shall be sealed with the seal of the Council and no document purporting to be a certificate of admission to the Register shall be valid unless it is sealed with the seal of the Council.

Duplicate  
certificate.

23. In the event of a certificate becoming lost or accidentally destroyed, the holder may apply to the Council for a fresh certificate and the Council may, if they think fit, grant such fresh certificate upon payment by the applicant of a fee of two dollars. A certificate issued under this rule shall be marked "Duplicate".

**PART V****REMOVAL OF NAME OF A NURSE OR MIDWIFE FROM THE REGISTER**

24. (1) When it is brought to the notice of the Council that a nurse or midwife who is included in the Register (in this part of these Rules referred to as “the Respondent”) has been convicted of a felony or misdemeanour or has been guilty of any professional misconduct or is incompetent, addicted to habitual intemperance or negligent in her professional duties, the Secretary, after making such further inquiries relative thereto as she thinks necessary, shall lay the matter before the Disciplinary and Penal Cases Committee of the Council which shall report to the Council.

Removal from  
Register.

(2) The Committee may at any stage of the case take the advice of Counsel or Attorney-at-Law appointed by the Council, and may instruct him to obtain proofs of evidence in support of the allegations made against the Respondent and may, in such cases as they may think fit, decline to proceed with the matter unless the evidence in support of the charge (other than evidence of a conviction) is verified by statutory declaration.

(3) Before reporting on any case to the Council the Committee shall invite the Respondent to furnish any written statement or explanation which she may desire to offer.

(4) In any case in which it is proved to the Council by the certificate of the competent officer of the court in which the proceedings took place that the Respondent has been convicted of any felony or misdemeanour and has been sentenced to a term of imprisonment and such conviction has not been subsequently quashed on appeal, the Council may forthwith and without further inquiry, remove the name of the nurse from the Register and require her to surrender her certificate to the Council.

(5) In any other case in which the Council is satisfied upon report of the Disciplinary and Penal Cases Committee that a *prima facie* case has

been made out for the removal of the Respondent from the Register, the Council may direct its Attorney-at-Law to take all necessary steps for verifying the evidence to be submitted to the Council and for obtaining the necessary documents and the attendance of witnesses.

(6) The Secretary shall send to the Respondent by registered post or by personal delivery a notice in writing specifying the nature and particulars of the charge against her and informing her of the time and place of the meeting at which the case will be heard and may require her to send or deliver to the Secretary her certificate and badge, if any, not later than the date on which the hearing takes place. Such notice shall be sent to the registered address of the Respondent contained in the Register or to any later address known to the Secretary and shall be posted so as to allow at least twenty-eight days to elapse between the day on which the notice is posted to the date fixed for the hearing.

(7) The case shall be heard at a meeting of the Council of which at least seven days' notice shall be sent by the Secretary to each member of the Council and the Respondent shall be entitled to be represented by a friend or by an Attorney-at-Law:

Provided that if she intends to be represented by an Attorney-at-Law not less than ten days' notice of such intention shall be given to the Secretary.

(8) At the hearing of the case, the Attorney-at-Law, Secretary or other persons appointed by the Council for the purpose shall first state to the Council the facts of the case and the charge alleged against the Respondent and shall then submit to the Council the evidence in support of the charge and the Respondent or her representative shall be entitled to cross-examine any witness appearing against her on matters relevant to the charge.

(9) When the statement of the charge and the evidence in support thereof are concluded, the Respondent or her representative shall be invited by the President to address the Council and to tender evidence in answer to



the charge, and the Attorney-at-Law, Secretary or other person appointed by the Council for the purpose shall be entitled to cross-examine any witness tendered in answer to the charge and to reply upon the whole case after the Respondent or her representative has had an opportunity of tendering evidence and of addressing the Council.

(10) If the Respondent does not attend, either personally or by a representative, the Council may proceed to hear and determine the case in her absence upon satisfactory proof that notice of the hearing has been served on her.

(11) Upon the conclusion of the case the Council shall, after consideration of the relevant evidence, whether oral or documentary, pronounce its decision either forthwith or at a later date in writing or at a subsequent meeting.

(12) If the Council find the charges against the Respondent to be proved either in whole or in part, it may remove her name from the Register altogether or for such period as it may think fit.

(13) The Secretary shall forthwith communicate with the Respondent by registered letter informing her of the decision of the Council.

(14) In the case of a temporary removal of the Respondent from the Register, the Secretary shall retain the certificate and badge, if any, and shall delete her name from the part or parts of the Register in which it is included during the period of removal and in the case of complete removal shall delete the Respondent's name from the part or parts of the Register in which it is included and cancel her certificate and retain the cancelled certificate and badge, if any.

(15) If any question or matter shall arise which is not provided for by this Rule, such question or matter shall be decided by the Council.

**PART VI****RESTORATION OF NAME OF NURSE OR MIDWIFE TO THE REGISTER**

Restoration to  
Register.

25. (1) When the name of a nurse or midwife has been removed from the Register altogether under Part V of these Rules, application for restoration to the Register shall be made in writing addressed to the Secretary and signed by the applicant stating the grounds on which the application is made.

(2) The application shall contain the names and addresses of two or more persons of whom two shall be either Justices of the Peace, Ministers of Religion, registered medical practitioners or registered nurses able and willing to identify the applicant and give evidence as to her character and the nature of her employment both before and since the date of her removal, and such other evidence as the Council may require.

(3) The Council may require the applicant to verify by a statutory declaration any statement made in her application or any further statement which they think necessary and may, if they think fit, require the applicant to attend in person at a meeting of the Council, or of any Committee of the Council at which the matter is to be considered.

(4) If upon consideration of the application and of the evidence furnished in support of it, the Council is satisfied that the name of the applicant should be restored to the Register, they may direct the Secretary accordingly and upon payment by the applicant of a fee of four dollars, her name shall be re-included in the appropriate part or parts of the Register and a new certificate shall be issued to her.

(5) If any question or matter shall arise which is not provided for by this Rule, such question or matter shall be decided by the Council.

**PART VII****PROCEDURE OF COUNCIL AND COMMITTEE**

26. At the first meeting of the Council held after the expiration of the term of office of the first members and thereafter at the first ordinary meeting in the month of January of each year, the Council shall appoint from amongst their members a Chairman and Vice-Chairman who shall hold office until the first ordinary meeting in the month of January of the following year, and shall go out of office as soon as the new Chairman and Vice-Chairman have been appointed at that meeting. Appointment of officers.
27. (1) No member of the Council shall absent himself from the Country for any period exceeding one month without informing the Council. Absence of members.
- (2) Whenever the Vice-Chairman shall be absent on leave or acting as Chairman, an acting Vice-Chairman shall be elected by the Council from among its members.
28. In the event of two or more persons being nominated for the office of Chairman or Vice-Chairman, the voting shall be by ballot. Voting by ballot.
29. Unless and until the Council otherwise decide, meetings shall be held once every two months and at such other times as may be necessary. Such meetings shall be termed ordinary meetings. Ordinary meetings.
30. The Chairman may at any time convene a meeting of the Council and the Secretary shall within fourteen days convene a meeting, if required to do so, by any three members of the Council by writing under their hands. Such a meeting shall be termed a special meeting. Special meetings.
31. Every member of the Council attending a meeting of the Council shall sign his or her name in a book kept for the purpose. Members to record presence.

- |                     |  |
|---------------------|--|
| Notice of meeting.  | 32. No less than seven days' notice of any meeting shall be given to each member of the Council, directed to such address as he or she shall from time to time furnish to the Secretary.   |
| Emergency meetings. | 33. (1) In the case of an emergency of which the Chairman shall be the sole judge, the Chairman may convene a meeting of the Council in which case the provisions of Rule 32 as to notice shall not apply.<br><br>(2) Members of the Council shall be given the longest possible notice of such a meeting as the circumstances of the case may require.  |
| Quorum.             | 34. The quorum of the Council shall be five of whom one shall be Chairman or Vice-Chairman.  |
| Minutes to be kept. | 35. Minutes of the proceedings of the Council shall be taken by the Secretary and shall be duly entered in a book provided for the purpose. A draft of the Minutes shall be circulated to the members of the Council together with the notice of the meeting at which they are to be submitted for confirmation.   |
| Order of business.  | 36. Except in cases where the presiding officer on the grounds of urgency or convenience otherwise directs, the following order of business shall be observed:<br><br>(1) Minutes of the last meeting;<br>(2) Adjourned business;<br>(3) Correspondence;<br>(4) Reports of Committees;<br>(5) Notices of Motions;<br>(6) Statement of Accounts;<br>(7) Bills and Claims;<br>(8) Any other business;<br>(9) Date of next meeting. |

37. No business (other than routine business) which is not upon the agenda paper shall be discussed at any meeting of the Council unless the presiding officer declares such business to be of an urgent nature and is supported by two-thirds of the members present and voting. Business to be put on agenda.
38. Unless otherwise specified, voting shall be decided on a show of hands by a majority of members present and voting, but any member may call for a division, in which case the names for and against and those who abstain from voting shall be taken down in writing and entered in the Minutes. In the case of an equality of votes the presiding officer shall have a second and casting vote. Voting.
39. (1) Every notice of motion shall be in writing, signed by the member giving the notice and shall be given or sent to the Secretary. Notice of motions.
- (2) The Secretary shall insert in the agenda paper of the next ordinary meeting of the Council all notices of motion which she may have received not less than three clear days prior to the holding of the meeting in the order in which they have been received by her.
40. Every motion or amendment shall be moved and seconded and shall be reduced to writing and handed to the presiding officer and shall be read before it is further discussed or put to the meeting. Motions to be moved and seconded.
41. (1) There shall be the following standing Committees of the Council: Committees of Council.
- (a) a standing Committee consisting of the whole Council;
- (b) an Education and Examination Committee;
- (c) a Disciplinary and Penal Cases Committee;
- (d) a Finance Committee.

(2) Such Committees shall be appointed annually at the first ordinary meeting of the Council in the month of January. Any vacancy which occurs on any of the Committees shall be filled by the Council at the next meeting of the Council.

(3) Each Committee other than the standing Committee of the whole Council shall consist of three members not including the Chairman and Vice-Chairman of the Council who shall be *ex-officio* members of every Committee. The quorum of a committee shall consist of three members.

(4) Each Committee shall elect its own Chairman and shall report its proceedings to the Council and any recommendation which a Committee may make shall, as far as practicable, be in the form of a resolution to be considered by the Council.

(5) Every report from a Committee shall be submitted by its Chairman if present who shall move that it be received by the Council.

(6) Except by special permission of the Council, no report of a Committee shall be discussed by the Council unless it has been sent to the members of the Council at least three days before the meeting of the Council at which it is to be presented.

Financial  
matters.

42. (1) All bills and claims shall be examined by the Secretary and laid before the Council and such bills and claims as are allowed shall be initialled by the presiding officer.

(2) All payments made by or on behalf of the Council shall be made by cheque which shall be signed by two members nominated by the Council and countersigned by the Secretary.

(3) At every meeting of the Council, the Secretary shall present a statement in writing showing receipts and expenditure by the Council for the current year up to the date of such meeting and the existing balances, if any, to

the credit of the Council. This statement must also be signed by the members nominated to sign cheques.

43. The presiding officer of the Council shall decide upon any point of order or procedure and his decision shall be final.

Authority of  
presiding  
officer.

44. All minutes, registers and records shall be open to the inspection of members of the Council during the Secretary's business hours.

Inspection of  
records.

## PART VIII

### MISCELLANEOUS

45. The Council shall be at liberty to request any member or members of the Council to visit any place or places for the purpose of explaining the Act and its purposes and these Rules, and to sanction the payment of all proper expenses incurred by such member or members in connection with such visit.

Travelling  
expenses.

46. (1) The authentication of the seal of the Council shall be the signature of the Chairman of the Council and of the Secretary. The seal shall be and remain in the custody of the Secretary who shall be responsible therefor.

Seal.

(2) The Secretary shall have possession of one set of keys of the seal and the Chairman of the Council or a member of the Council nominated by the Chairman shall have possession of the other set.

(3) A record shall be kept by the Secretary and signed by the Chairman of the occasions on which the purposes for which the seal of the Council has been affixed.

**PART IX****RULES WITH RESPECT TO THE UNIFORMS AND BADGES  
WHICH MAY BE WORN BY REGISTERED NURSES AND  
MIDWIVES**

Uniforms and  
badges.

47. (1) In this part of these Rules the expression “registered nurse or midwife” means a nurse or midwife registered in the general part or any supplementary part of the Register.

(2) The uniforms and badges of registered nurses or midwives shall be such uniforms and badges as the Council may decide.

(3) The various uniforms in all their details shall be strictly adhered to and no alteration or embellishment of any kind is permitted. A registered nurse or midwife wearing the uniform shall wear the complete uniform and shall not wear any part of the uniform by itself.

(4) No registered nurse or midwife shall purchase or wear the uniform and badge without a permit from the Secretary to do so, but the wearing of the uniform by registered nurses or midwives shall not be compulsory.

(5) A registered nurse or midwife desirous of obtaining the uniform or badge shall apply to the Secretary for a permit and must furnish the following particulars:

- (a) name in block letters;
- (b) registration number;
- (c) date of registration;
- (d) the part of the Register in which she is registered.



(6) The completed uniform or material for the uniform must be obtained only from the firms appointed by the Council and must be made with designs approved by the Council.

(7) The uniform must not be given away unless all registered braid, buttons and badges have been removed.

(8) The badge may be worn with or without the uniform and shall only be obtained from the Council. The badge must be suitably affixed to the right of the person.

**FIRST SCHEDULE**

[Rule 4]

**FORM OF REGISTER**

Each part of the Register shall show in respect of each nurse or midwife admitted, the following particulars:

- (a) Registration number;
  - (b) Full names and if married, maiden name;
  - (c) Permanent address;
  - (d) Date and place of registration;
  - (e) Qualifications. (Under this heading shall appear the qualification in each case for admission to the Register (including certificate of training, if any) the dates of obtaining such qualification and every hospital in which the qualifying training has been received).
-

**SECOND SCHEDULE**

[Rule 13]

**THE NURSES AND MIDWIVES REGISTRATION ACT**

**APPLICATION FOR REGISTRATION**

To

The Nurses and Midwives Council of Belize.

1. I hereby apply for admission to the General\* midwifery,\* (other specified)\* part of the Register of Nurses for the sick and of midwives. My particulars are submitted below.
2. Full name.
3. Date and place of birth.
4. Married or single.
5. Maiden name.
6. Full permanent postal address.
7.
  - \*(a) Having been successful in the Council's ( final nurses examination\*) (Midwifery examination)\* (other specified examination)\* held on I hereby request the Council to enter my name in the appropriate part of the Register maintained by the Council.
  - \*(b) I am to the best of my knowledge and belief qualified to be entered in the (specify) part of the Register of the Nurses for

the sick and of Midwives maintained and kept by the Nurses and Midwives Council of Belize in support of which I enclose the following documents (or photostatic or certified copies of same) including evidence that my name has been entered in the register of  
at  
and three references of good character, and I hereby request the Council to enter my name in the said .....part of the said Register.

(List documents here. If any .....  
document is not available  
state here the reason and .....  
give address(es) of training  
institution (s) from which .....  
evidence of training can be  
obtained). .....

8. I promise in the event of my being so registered and in consideration thereof to be bound by and conform in all respects to the rules for the time being in force.
9. I enclose herewith the sum of \$ ..... in respect of my registration fee.

.....  
Signature of applicant

Witness to signature if paragraph 7 (b) applies.

.....

Return this form to the Secretary, Nurses and Midwives Council, Belize City Hospital. If you are married, your marriage certificate should be enclosed.

\* Strike out if not applicable.

*Schedule of Registration Fees*

General Trained Nurses .....	\$4.00
Midwifery Trained Nurses .....	\$2.00
Mental Trained Nurses .....	\$2.00
Auxiliary Nurses .....	\$2.00
Practical Nurses .....	\$2.00

A renewal fee of \$1.00 will be required annually from all nurses who wish to maintain their names on the Register.

Any person who has paid the fee for the Council's examinations in Belize is exempt from payment of the initial registration fee.

---

**THIRD SCHEDULE**

[Rule 15]

**SYLLABUS OF SUBJECTS FOR EXAMINATION****PART I**

[Rule 15 (b)]

*Preliminary Examination*

(a) The minimum number of lectures which shall be given are as follows-

Anatomy .....	40
Physiology .....	30

---

Bacteriology .....	35
Hygiene .....	10
Theory and Practice of Nursing .....	40
First Aid .....	10

- (b) The candidate shall have attended at least 75 % of the lectures given.
- (c) The candidate shall have undergone practical instruction in the wards in the subjects included in the theory and practice of nursing in the syllabus of subjects for examination.

*Final Examination*

- (a) The minimum number of lectures which shall be given are as follows:

	<i>Doctors lectures</i>	<i>Tutorial lectures</i>
Medicine and Medical Nursing .....	25	25
Surgery and Surgical Nursing .....	25	25
Gynaecology and Gynaecological Nursing .....	10	10
Paediatrics .....	8	8
Theory and Practice of Nursing .....		150 hours

- (b) The candidate shall have undergone practical instruction in the wards in the subjects included in the theory and practice of nursing in the subjects for examination.

**PART II**

[Rule 15 (c)]

**SYLLABUS FOR EXAMINATION OF MIDWIVES**

(a) The minimum number of lectures and instruction shall be as follows:

25 lectures by Medical Officers,  
30 Tutorials

embracing the following topics:

Anatomy of the Pelvis: ..... Measurements, divisions, abnormalities.

The organs of Generation: ..... The breasts.

The Foetal Skull

The Ovum and Foetus: ..... Formation of the placenta, abnormalities,  
umbilical cord, foetal circulation.

Pregnancy and Antenatal  
care: ..... Signs, symptoms and duration, special  
tests for pregnancy, diet and blood  
pressure.

The Mechanism of Labour.

The Management of Labour: ..... Normal labour, twins and multiple  
pregnancies.

The Puerperium and Post  
Natal Care.

Abnormalities of Pregnancy: ..... Abortion, hydatidiform mole, extra  
uterine gestation, ante-partum

THE SUBSIDIARY LAWS OF BELIZE

REVISED EDITION 2003

[ Printed by the Government Printer,  
No. 1 Power Lane,  
Belmopan, by the authority of  
the Government of Belize. ]

	haemorrhage, post-partum haemorrhage, toxæmias of pregnancy, eclampsia, hyperemesis gravidarum, pyelitis of pregnancy, intra uterine death of foetus, rhesus factor.
Abnormalities of Labour: .....	Complications of 1st and 2nd stages of labour. Uterine inertia, precipitate labour, tonic contractions of the uterus, malpresentation and malposition of the foetus. Occiput posterior position. Breech presentations. Presentation and prolapse of cord. Disproportion and trial labour: obstructed labour. Injuries during delivery.
Complications of the 3rd stage of Labour : .....	Post-partum haemorrhage. Retained placenta. Inversion of the uterus.
Diseases associated with Pregnancy including Tuber- culosis, Diabetes.	
Diseases associated with the Puerperium.	
The Newborn Infant: .....	Prematurity.
Drugs used in Midwifery.	
Venereal Diseases.	



Degenerative Processes: .....

Malignant growths.

Analgesia used in Midwifery.

Relaxation and Exercises.

- (b) The candidate shall have attended and watched the progress of no fewer than twenty labours, making abdominal and rectal examinations during the course of labour and personally delivering the patients and nursing them during the lying-in period for at least ten days.

#### FOURTH SCHEDULE

[Rule 18(1)]

#### NURSES AND MIDWIVES COUNCIL FOR BELIZE

##### FORM I

*Certificate in support of Application to sit for the Preliminary Examination*

Result .....

1. I certify that

..... No. ....  
(Name of candidate) (Index number of candidate)

has (a) undergone a course of ..... months training during the period..... to ..... at the ..... school of nursing/hospital, which period of training included

THE SUBSIDIARY LAWS OF BELIZE

[ Printed by the Government Printer,  
No. 1 Power Lane,  
Belmopan, by the authority of  
the Government of Belize. ]

REVISED EDITION 2003

.....weeks preliminary instruction before entry to the wards in accordance with the conditions under which the said school of nursing/hospital is recognised as a training establishment by the Nurses and Midwives Council of Belize, and

(b) attended the courses of lectures prescribed by the Nurses and Midwives Council of Belize, specifically as follows:

<i>Subject</i>	<i>Lectures Given</i>	<i>Lectures Attended</i>
Anatomy .....	.....	.....
Bacteriology .....	.....	.....
Hygiene .....	.....	.....
Theory and practice of Nursing .....	.....	.....
First Aid .....	.....	.....
.....	.....	.....

2. I have been personally acquainted with the said .....  
for a period of ..... years..... months from  
..... to ..... and during this period her conduct has  
been satisfactory.
3. The said ..... has paid a fee of \$2.00  
for her examination.
4. I hereby declare that all the particulars herein contained are in every  
respect complete and true.

.....  
*Matron or Nurse Tutor*

*Date:* .....

**FOURTH SCHEDULE**

[Rule 18 (1)]

**FORM 1A***Application to sit for the Preliminary Examination*

This form is to be filled in and signed by Candidate.

This Form will **NOT BE ACCEPTED** unless it is completely filled up in accordance with the rules and accompanied by a Certificate of Instruction, Declaration, Examination fee and addressed envelopes. It must be returned not later than ..... to the Secretary, Nurses and Midwives Council for Belize, c/o Belize Hospital.

I submit herewith my application to sit  
the preliminary examination in .....

My particulars are as follows:

Surname: .....

(Please use Block capitals) .....

Other names (in full): .....

Place and date of birth: .....

Permanent Private Address:  
(not hospital)

(The Secretary should be notified  
immediately of any change) .....

Place and date of birth: Place ..... Age .....

Full date of birth .....

State here in writing whether single,  
married or widow. If married or  
widow give maiden name and en-  
close marriage certificate.

.....

Name of School from which you are  
entering:

.....

Have you previously sent in a entry  
form?

.....

Have you at any time previo-  
usly applied for Entrance to  
the Preliminary Examination  
either from your present scho-  
ol or from any other school?

(Important- please state "Yes" or  
"No")

.....

If so state-

(1) Name of Training School

.....

(2) Date of examination

.....

(3) Result

.....

Before signing please verify that every section has been completed  
and that the particulars given are accurate.

I hereby declare that the above particulars are in every respect true and correct.

Signature of Candidate .....

(Please give your full name in your own handwriting)

Date: .....

\_\_\_\_\_  
This entry is made subject to the provisions of the published rules.

**FOURTH SCHEDULE**

[Rule 18 (2)]

**NURSES AND MIDWIVES COUNCIL FOR BELIZE**

No. ....

**FORM 2**

*Certificate in support of application to sit for the Final Examination  
for General Trained Nurses*

**GENERAL**

For official use.

.....

Result

.....

**IMPORTANT**

1. Candidates entering from Approved Training School-

Candidates are required to have Section A of this certificate filled up  
and signed by the Matron and/or Sister Tutor of the Training School  
or other persons occupying similar position.

## SECTION A

1. I certify that ..... commenced her period of training  
       (name of candidate)  
 as a Student Nurse on..... at .....  
 Her training as prescribed by the Nurses and Midwives Council is  
 due to terminate on .....

2. The above mentioned candidate has attended a course or courses of  
 lectures as prescribed by the Nurses and Midwives Council of Belize,  
 specifically as follows:

	<i>Lectures Given</i>	<i>Lectures Attended</i>
Medicine and Medical Nursing .....	.....	.....
Surgery and Surgical Nursing .....	.....	.....
Gynaecology and Gynaecological Nursing .....	.....	.....
Theory and Practice of Nursing .....	.....	.....
Paediatrics .....	.....	.....

4. The above mentioned candidate has undergone practical instruction in  
 the wards in the subjects included in the Theory and Practice of Nursing  
 in the Syllabus of the subjects for examination.

5. *Certificate of good moral character:*

I certify that I have been personally acquainted with .....  
 for a period of .....and during this period her conduct has  
 been satisfactory.

.....  
*Signature of Matron or Sister Tutor.*

**FOURTH SCHEDULE**

[Rule 18 (2)]

**FORM 2B***Application to sit for the FINAL EXAMINATION*

This form is to be filled in and signed by the Candidate.

These forms, completely filled up in accordance with the Regulations and accompanied by Marriage Certificate (if married since passing the Preliminary Examination), Matron's Declaration, Examination fee and addressed envelopes must be returned not later than ..... to the Secretary, Nurses and Midwives Council, c/o Belize Hospital. Please mark your envelope or parcel "Examination".

**IMPORTANT**-Before posting this form please check to see that the names given on the Entry Form agree with the names given on your Birth Certificate and that the spelling is the same. If any change has been made since the entry of your name on the Index of Student Nurses, the Birth Certificate and a copy of the Deed Poll must be sent with the Entry Form.

I submit herewith my application to sit the final examination in .....

.....  
My particulars are as follows:

Surname: .....  
(Please use block capitals)

Other names (in full): .....  
These names and the spelling of them  
must agree with your Birth Certificate.



Date of Birth: .....

Permanent Private Address: .....

The Secretary should be notified  
immediately of any change

State here in writing whether single,  
married or widow. (If married since  
passing the Preliminary Examination,  
give maiden name and send Marriage  
Certificate).

.....

Date on which you passed the  
Preliminary Examination.

If you are already registered on  
ANY part of the Register please  
state the part of the Register and  
give your number.

*This space not to be used.*

Have you previously entered for  
the Final Examination?

.....

If so, state date, place and result.

.....

Name of Training School.

.....

If you are applying to re-sit any part of the final examination state here the  
subjects in which you have previously failed.

.....  
.....  
.....

I enclose the sum of \$ .....in respect of this application. I hereby declare that the above particulars are in every respect true and correct.

.....  
(Candidate)

Date: .....

Fees:	1.	For first entry	\$4.00
	2.	For re-entry	\$2.00

#### FOURTH SCHEDULE

[Rule 18 (3)]

#### NURSES AND MIDWIVES COUNCIL FOR BELIZE

#### FORM 3

No. ....

*Certificate and Application to sit for the  
Examination for Midwives*

Result .....

Name .....

1. The above named candidate commenced her period of training as a Student Midwife on .....at .....as

prescribed by the Nurses and Midwives Council.

2. The above named candidate has:

- (a) Attended and watched the progress of no fewer than TWENTY Labours, making abdominal and rectal examinations during the course of labour and personally delivering the patient: Nursed TWENTY lying-in women during the ..... days following labour.

.....  
*Sister i/c Maternity Ward*

- (b) Attended not less than twenty-four lectures apart from instruction at labour cases in preparation for the examination in accordance with the Council's requirements.

.....  
*Doctor i/c of Lectures.*

.....  
*Matron or Nurse Tutor.*

3. *Certificate of good moral character:*

I certify that I have been personally acquainted with .....  
.....for a period of .....and during this period  
her conduct has been satisfactory.

.....  
*Matron or Nurse Tutor.*

4. I hereby request permission from the Nurses and Midwives Council to write the Midwifery Examination.
5. I submit a fee of \$2.00.

Name of Candidate: .....

---

**FIFTH SCHEDULE**

[Rule 22]

**COPY OF CERTIFICATE**

**NURSES AND MIDWIVES COUNCIL FOR BELIZE**

**NURSES AND MIDWIVES REGISTRATION ACT**

Reg. No. ....

**IT IS HEREBY CERTIFIED** that

.....  
 was admitted by Examination to the general part of the Register maintained by the Nurses and Midwives Council for Belize on the ..... and that she is entitled in pursuance of the Nurses and Midwives Act, to take and use the title of ..... without limit of time.

.....  
*Chairman of Council.*

SEAL

The Seal of the Council was hereunto affixed this .....day  
of ....., 2..... .

.....  
*Secretary.*